

REQUEST FOR PROPOSALS

Issue Date: April 26, 2013

RFP#13-01

Title: *A/E SERVICES FOR PREPARATION OF A PREPLANNING STUDY FOR CONSTRUCTION OF A RESIDENTIAL FACILITY FOR THE TREATMENT OF SEXUALLY VIOLENT PREDATORS*

Project Code: Facility M&O

Commodity Code: PROFESSIONAL SERVICES

Issuing Agency & Address: Commonwealth of Virginia
 Department of Behavioral Health and Developmental Services
Street Address: 1220 Bank Street, Richmond, Virginia 23219
Mailing Address: P.O. Box 1797, Richmond, Virginia 23218

Location of Work: Nottoway County, Virginia

Period Of Contract: Single project services

All inquiries for information should be directed to: DBHDS Office of Architectural & Engineering Services, attention Joseph Cronin, PE, Director. Telephone number (804) 786 – 3926; e-mail joe.cronin@dbhds.virginia.gov.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, DELIVER TO: *Department of Behavioral Health and Developmental Services, Office of Architectural & Engineering Service, 7th Floor, Room 723, Jefferson Building, 1220 Bank Street, Richmond, Virginia 23219.*

Sealed proposals for furnishing the services described herein will be received until 4:00 p.m. local time on *May 22, 2013*. **Proposals must reach the above address and office by the deadline stated.**

In compliance with this Request For Proposals, which includes the attached Table of Contents and all provisions and appendices attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP cited above and submit this signed proposal which includes this completed and signed page, the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 and other data as required by the RFP. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations.

Name And Address Of Proposer:

Date: _____

By _____

(Signature in Ink)

Typed Name: _____

_____ Zip: _____

Title: _____

FEIN/SSN # _____

Telephone No. () _____

PRE-PROPOSAL CONFERENCE: *A pre-proposal conference will not be held.*

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NOTE: *Electronic copies of A/E Data Forms (AE-1 through AE-6) and of the "Small Businesses and Businesses Owned by Women & Minorities" forms are available for download at the following website: <http://forms.dgs.virginia.gov/>*

eVA Vendor Registration: The offeror shall be a registered vendor in eVA.

I. APPLICABILITY OF THE A/E MANUAL

The **A/E Manual** as defined in the **Commonwealth of Virginia Construction and Professional Services Manual (CPSM)**, as amended, shall apply to the contract awarded pursuant to this RFP and is incorporated by reference herein in its entirety.

Proposer's attention is directed to Chapter 2, Definitions, for definitions of terms used in this RFP. The terms "Agency" and "Owner" are used interchangeably in the material referenced in this RFP and mean the public body issuing this solicitation for services and with whom the successful A/E Proposer will enter into an agreement. For purposes of clarity and uniformity in this RFP, only the term "Agency" will be used herein.

Proposer's attention is also directed to the Terms and Conditions of the A/E Contract (CO-3a).

II. PURPOSE

The purpose of this RFP is to solicit proposals for the purposes of entering into a contract through competitive negotiations for the professional services of an Architectural/Engineering firm, authorized to do business in the Commonwealth of Virginia, with experience in designing secure residential facilities for behavioral health treatment programs similar to that required for this building. Experience with the Commonwealth of Virginia is preferred.

The A/E shall provide professional services for the project described in Part V of this RFP consistent with the A/E Manual, as revised, and latest directives issued by the Division of Engineering and Buildings concerning construction and professional services for new and renovated State buildings.

The Agency reserves the right, in its sole discretion, to expand the scope of this project to include full design and construction administration services, or other design development/support services for the described project as required. The fee for such services will be negotiated upon receipt of funding for project development.

III. BACKGROUND

The Department of Behavioral Health and Developmental Services (DBHDS) is planning for the construction of a facility to house a second center for behavioral rehabilitation (treatment of Sexually Violent Predators (SVP's)). The proposed facility will be designed to serve up to 300 residents, including female and medically complex residents. A strong reliance on technology for monitoring resident movement and security is anticipated.

IV. INFORMATION AVAILABLE

It is anticipated that this facility will be located on an undetermined site proximate to the existing Virginia Center for Behavioral Rehabilitation in Burkeville, Virginia.

The purpose of this contract is to prepare a pre-planning study, including site location and space utilization planning.

V. SCOPE OF SERVICES:

The purpose of this contract is to prepare a preplanning study to define the program, siting, appearance, aesthetics, functional arrangement and level of quality desired by the Agency.

The selected A/E shall furnish all expertise, labor and resources for preparation of a Schematic Basis of Design in accordance with the requirements of Appendix D of the CPSM (Revision 1, dated 4/15/2013). The following generally highlights the services that the A/E will be required to perform:

- A. Prepare an architectural program/space plan. Working closely with the Agency, the A/E shall define the capacity and type of occupancy, functions to be performed in the facility, and areas and/or capacity required for various activities proposed for the building.
- B. Locate a site on existing state property proximate to the existing Virginia Center for Behavioral Rehabilitation (VCBR) in Burkeville, Virginia. Show the proposed building location on the site and how this project will work with other area facilities.
- C. Evaluate a minimum of three (3) options for the provision of required services, to include renovation of existing state facilities. Provide a written recommendation to the Owner for approval prior to proceeding with the recommended option. Evaluation shall include the availability of utilities, including water, sewer, gas, power and fiber optics.
- D. In addition to the requirements shown in Appendix D of the CPSM, the Basis of Design narrative shall include a discussion of security and IT systems to be employed within the facility.
- E. Discuss provision of support services, including building maintenance, laundry, food service, etc. and how this project will work with other DBHDS facilities.
- F. Preparation of an estimate of construction cost and total proposed project budget, including an estimated cost for Furniture, fixtures and equipment.
- G. Conceptual drawing of proposed facility.
- H. Assure that the documents are in conformance with generally accepted architectural and engineering practices and comply fully with all applicable codes and regulations including, but not limited to, the Virginia Uniform Statewide Building Code, and the handicap accessibility standards adopted by the CPSM.
- I. If required, represent the Agency by presenting necessary oral and/or graphic presentations to State Agencies such as the Art and Architectural Review Board, the Division of Engineering and Buildings or any other group having interest in the project.

VI. POLICY ON SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES:

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in state procurement activities. The Commonwealth encourages contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities. Submission of a report of

past efforts to utilize the goods and services of such businesses required with any proposal for A/E services where the total A/E contract amount may exceed \$100,000. Proposer must provide information on its past utilization of Small, Women, and Minority Owned disadvantaged businesses, and must also state any plans to utilize such businesses and the manner in which they may be utilized under this Contract. Electronic copies of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms are available for download at the <http://forms.dgs.virginia.gov> website.

VII. PROPOSAL REQUIREMENTS:

- A. Proposals shall be signed by an authorized representative of the A/E. By submitting a proposal, the proposer certifies that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP will ultimately result in rejection of the proposal.
- B. Proposals should be prepared simply and economically, providing a straightforward, concise description of the A/E's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- C. The Respondent's proposal shall include: the completed and signed RFP cover page 1; the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6; and the completed "Small Businesses and Businesses Owned by Women & Minorities" Data. One (1) manually signed original and three (3) copies of the proposal shall be submitted to the Agency. Each copy of the proposal shall be bound in a single volume.
- D. All documentation submitted with the proposal shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.
- E. Any information thought to be relevant, but not specifically applicable to the enumerated scope of Work, may be provided as an appendix to the proposal. If publications are supplied by the proposer to respond to a requirement, the response should include reference to the document number and page number. Publications provided without such reference will not be considered relevant to the RFP.
- F. To reduce the effort and expense of responding to RFP's, provide uniformity in the type information requested, and enhance the review and evaluation process, the **standard Forms AE-1 through AE-6, ARCHITECTURAL/ENGINEERING FIRM DATA, shall be used by A/E's responding to State agency RFP's.**
- G. Descriptions of these forms and instructions for completing the forms are included in the A/E Manual. Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 and the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms are available for download at the <http://forms.dgs.virginia.gov> website

VIII. EVALUATION AND AWARD OF CONTRACTS:

- A. Evaluation Criteria: Proposals shall be evaluated by the Agency using the following criteria:
 - 1. Expertise, experience, and qualifications of the A/E's primary designer in each relative

discipline for providing the services described in Section IV, Scope of Services.

2. Expertise, experience and qualifications of any special consultants proposed for providing the services described in Section IV, Scope of Services.
3. Geographic location of the A/E's office where work will be performed in relation to the project location(s).
4. Current and projected work load, plan to complete the work and ability to complete the work in a timely manner.
5. Expertise and past experience of the A/E in providing services on projects of similar size, scope and features as those required on this project.
6. Qualifications and experience of the A/E's project manager to be assigned to this project.
7. A/E's recent (past 5 years) experience / history in designing projects within an established "Design-not-to-exceed" budget.
8. A/E's experience in providing services in conformance to the State's Construction and Capital Outlay procedures including Codes, Standards, Accessibility and Building Efficiency.
9. Use of small businesses and businesses owned by women and minorities as consultants, subcontractors, suppliers or support services.
10. Size of the firm relative to the size of the project(s).
11. Financial Responsibility as evidenced by the A/E's carrying Professional Liability Insurance.

Generally, the selection committee will consider the A/E's overall suitability to provide the required services within the project's time, budget and operational constraints, and it will consider the comments and/or recommendations of the A/E's previous clients, as well as other references.

- B. **AWARD OF CONTRACT:** After evaluation of the Proposals received in response to the RFP, the Agency shall engage in individual discussions and interviews with two or more proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. Proposers may also propose alternate concepts or methodology. Proprietary information from competing proposers (including any data on estimated manhours or rates and the plan for accomplishing the scope of work) will not be disclosed to the public or to competitors, provided such information is duly marked as "Proprietary Information" by the Proposer and the designation is justified as required by Section 2.2-4342, Code of Virginia, as revised. At the conclusion of the informal interviews and on the basis of evaluation factors set forth in Section VIII and the information provided and developed in the selection process to this point, the Agency shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Proposer ranked first. If a contract satisfactory and advantageous to the Agency can be negotiated at

- a fee considered fair and reasonable, the award shall be made to that Proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until such a contract can be negotiated at a fair and reasonable fee. Should the Agency determine in writing and in its sole discretion that only one Proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Proposer.
- C. The Agency reserves the right, in its sole discretion, to expand the scope of this project to include full design and construction administration services, or other design development/support services for the described project as required. The fee for such services will be negotiated upon receipt of funding for project development.

IX. FEES:

The fee for services shall be negotiated on a lump sum basis considering the Scope of Services required, the estimated manhours required for each level/discipline and the typical labor rates for the various skill levels required for the work. The Memorandum of Understanding prepared by the Agency will document the negotiated acceptable labor rates for the various levels/disciplines and these rates will be used for any hourly rate work of the A/E that is authorized by the Agency.

X. ATTACHMENTS:

None.